



An Equal Opportunity Employer
CAREER OPPORTUNITY

TITLE: Personnel Officer I

LOCATION: Division of Administrative Services
Harry S. Truman Building - Jefferson City, MO

TRAVEL: Approximately 35% (Day and Overnight)

SALARY: \$ 38,040 - \$40,260 (Annually)

CLOSING DATE: April 15, 2013

APPLICATION PROCESS:

For Promotional/External Candidates: This position is a non-merit position. In order to be considered for this position, submit a cover letter, resume, contact information for 3 professional references and transcripts to:

Fax: (573) 522-9814

Email: HRHelpdesk@ded.mo.gov

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Provide guidance to managers, supervisors and employees regarding employment-related policies, procedures, rules, laws.
- Responsible for employer/employee relation activities including providing counsel to supervisors/managers and employees in all employment matters and mediate conflict resolution.
- Conduct investigations relating to personnel matters or in the resolution of grievances and complaints.
- Develop and deliver HR-related training to DED staff located throughout the state.
- Serve as member of DED workforce diversity team responsible for developing, implementing and monitoring annual workforce diversity plan.
- Serve as the HR Representative for departmental interview panels, to include the coordination of the interview and selection process.
- Develop HR-related policies. Participate in annual review process and responsible for policy revisions.
- Develop and implement special initiatives.
- Participate in conferences, training sessions.
- Perform other related work as assigned.

JOB KNOWLEDGE, SKILLS, AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential function of the job with or without reasonable accommodations.

- Considerable knowledge of a wide range of different kinds of occupations and of the qualifications necessary for efficient service in such work.
- Working knowledge of the principles and practices of public personnel administration, with particular reference to classification and pay, employee evaluation, recruitment, selection, placement, training, and labor relations.
- Working knowledge of the State Merit System law, rules and procedures and ability to apply these in the conduct of agency personnel matters.
- Working knowledge of office equipment and office management procedures.
- Working knowledge of the methods and techniques of interviewing.
- Working knowledge of the basic principles and techniques of supervision.
- Ability to analyze positions for classification, recruitment and training purposes and to make organizational studies.
- Ability to investigate and resolve complex problems in the areas of classification, salary administration, employee evaluation, employee relations, etc.
- Ability to present ideas effectively, both orally and in writing.
- Ability to maintain effective working relationships with administrative staff and with other employees.

QUALIFICATIONS:

Two years of responsible professional or technical (other than clerical) personnel management experience in one or more of the areas of qualifying work specified below; and graduation from an accredited four-year college or university with specialization in psychology, government, public, personnel, or business administration or related areas. (Additional qualifying experience may be substituted on a year-for-year basis for the required formal education. One year of graduate education in personnel management, business or public administration, or closely related areas may be substituted for one year of the general experience.)

AREAS OF QUALIFYING WORK EXPERIENCE

- Responsible professional experience as a personnel officer, assistant personnel officer or personnel technician, in a diversified general personnel management program in a public agency or private concern.
- Responsible professional experience, at or above the journeyman level, as a personnel analyst or personnel technician in one or more of the specialized technical areas of a large centralized personnel program, including recruitment, selection, position classification, employee-management relations and/or wage administration.
- Responsible professional or technical employment in a public agency or private concern of substantial size, in administrative or very responsible supervisory work related to the personnel field, and affording a knowledge and understanding of personnel management, including recruitment and selection, position classification, employee-management relations and wage administration.